

30955



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 3502.4A
OP-39
2 June 1992

OPNAV INSTRUCTION 3502.4A

From: Chief of Naval Operations

Subj: **SURFACE WARFARE TRAINING REVIEW BOARDS AND COMMITTEES**

Ref: (a) OPNAVINST 1500.51B Total Force Training Strategy
(b) OPNAVINST 1500.57 Surface Warfare Training Strategy
(c) OPNAVINST 1500.52 Surface Warfare Training System Policy, Organization and Responsibilities
(d) OPNAVINST 1543.49B Technical Training Equipment (TTE) Acquisition and Management
(e) OPNAVINST 1500.59 Surface Warfare Training System Acquisition Process and Responsibilities
(f) OPNAVINST 5000.49A Integrated Logistic Support in the Acquisition Process
(g) OPNAVINST 5000.50A Navy Training Simulator and Device Acquisition and Management

Encl: (1) Surface Warfare Training Review Board (SWTRB) Guidelines
(2) Conventional Marine Propulsion Training Steering Committee (CMPTSC) Guidelines
(3) Combat Systems Manpower and Training Steering Committee (CSMTSC) Guidelines
(4) SWTRB, CMPTSC, CSMTSC and Working Groups Membership Matrices
(5) Organizational Diagram
(6) Standard Requirements Summary Paper for Technical Training Equipment, Trainers, Training Devices, and Training Aids

1. **Purpose.** To establish organization, guidance and procedures for assemblies of command representatives convened to assess training requirements (less nuclear propulsion) and to provide both short and long-term guidance in planning and managing Surface Warfare training. This instruction incorporates major revisions and shall be read in its entirety.

2. **Cancellation.** OPNAVINSTs 3502.3, 3502.4 and 5420.96.



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3. Discussion

a. Navy Total Force Training Strategy, addressed in reference (a), states broad policy, defines and describes specific responsibilities and provides procedural guidance for all Navy Training. Reference (b) refines and expands the principles of reference (a) by stating definite means by which Surface Warfare training will be developed and managed. Further policy guidance, organization and procedures for the administration, execution and operation of Surface Warfare training processes are found in references (c) through (f).

b. This revised instruction incorporates elements of Total Quality Leadership (TQL) to improve the Surface Warfare training process at all levels. Doing so provides: (1) teamwork across functional groups; (2) two-way communications throughout the training organization; (3) constancy of purpose for the improvement of the process; (4) continual improvements to the process; (5) emphasis of training at every level of the Surface Warfare organization and (6) a structured approach to identifying and solving problems.

4. Structure of Standing Committees. Surface Warfare training committees are organized as follows:

a. Surface Warfare Training Review Board (SWTRB). A Captain (O-6)/GM-15 level steering committee, chaired by the Director, Surface Warfare Manpower and Training Requirements Division (OP-39), which assesses existing training and training plans, and provides recommendations to the Deputy Assistant Chief of Naval Operations (Surface Warfare) (OP-03B), to improve Surface Warfare training effectiveness. This board shall direct the efforts of the subordinate steering committees. Enclosure (1) sets forth guidance for the SWTRB, whose organization is shown in enclosures (4) and (5).

b. Conventional Marine Propulsion Training Steering Committee (CMPTSC). A Captain level committee, chaired by the Director, Surface Warfare Manpower and Training Requirements Division (OP-39), which represents the Chief of Naval Operations (OPNAV) staff, fleet and training commands. It is established to search out and recommend solutions to fleet engineering shortcomings which can be most effectively and efficiently achieved through training. Enclosure (2) sets forth the operating guidance and membership of the CMPTSC. Organizational structure of the CMPTSC working group and relationships are shown in enclosures (4)

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and (5). The CMPTSC reports to, and receives guidance from, the SWTRB.

c. Combat Systems Manpower and Training Steering Committee (CSMTSC). This Captain level committee, chaired by the Director, Surface Warfare Manpower and Training Requirements Division (OP-39), is established to provide a focal point from which to provide long term coordinated planning and guidance for Surface Warfare platform-level combat system manning and training requirements. Enclosure (3) sets forth the operating guidance and composition of the CSMTSC. The organizational structure of the CSMTSC working groups and relationships are shown in enclosures (4) and (5). The CSMTSC reports to, and receives guidance from, the SWTRB.

d. Training Technology Working Group. This special working group has been established to support the SWTRB, CMPTSC and the CSMTSC. Chief of Naval Education and Training (CNET) is assigned as the permanent chair of the working group. In short, the group shall investigate and brief both new and future training technology developments on an "as required" basis as requested by the SWTRB or either of the two steering committees. CNET directives provide specific details concerning the charter, mission, relationships and goals of the working group separately from this instruction. The working group's relationship is shown in enclosure (5).

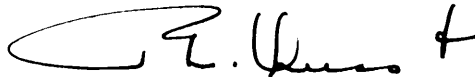
e. Surface Warfare Training Advisory Board. This contingency steering group, within the office of the Assistant Chief of Naval Operations, Surface Warfare (OP-03) is convened as required. SWTAB's objective is enhanced training effectiveness through improved coordination, planning, and management of Surface Warfare Training resources. It may be achieved by recommending training policy and initial management directives, controls, analysis, evaluation, and monitoring procedures which will attain and maintain the highest degree of personnel readiness, within available program resources, throughout the life cycle of a ship class or system. Membership shall consist of OP-03B (Chair), all OP-03 Division Directors and respective OP-03 branch heads, as required, for issues concerning a particular ship class, individual system, or other training issues as warranted. The SWTAB relationship in the Surface Warfare Training organization is seen in enclosure (5).

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5. Responsibilities. Responsibilities of commands, activities and staffs are defined in enclosures (1) through (3).

6. Review. Drafts of instruction have been reviewed by fleet and type commanders, as well as SWTRB charter members in the Surface Navy training community. All feedback has been evaluated and incorporated into this instruction as needed. Future reviews will be initiated by OP-392 every two years.

7. Reports. The reports required by this instruction are exempt from reports control by SECNAVINST 5214.2B.



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SURFACE WARFARE TRAINING REVIEW BOARD (SWTRB) GUIDELINES

1. **Purpose.** Assess existing Surface Warfare training and training plans and provide recommendations to the Director, Surface Warfare Manpower and Training Requirements Division (OP-39) who in turn will submit recommendations to the Deputy Assistant Chief of Naval Operations (Surface Warfare) (OP-03B).
2. **Mission.** To improve overall training efficiency in the surface forces through effective communications and coordination in the planning and management of Surface Warfare training. The task of the SWTRB is to make critical assessments of surface training/training equipment requirements, and training programs based on inputs from the Combat System Manpower and Training Steering Committee, the Conventional Marine Propulsion Training Steering Committee and the Training Technology Working Group. The SWTRB will then evaluate and make cogent recommendations to OP-39, who will further evaluate them and either take action as required or forward the recommendations to OP-03B.

SWTRB tasks and scope of activities include the following:

- a. Address Surface Warfare training requirements with a goal of developing long range training plans to include the efficient and timely support of new surface related equipment.
- b. Review existing Surface Warfare training to determine problem areas and recommend corrective action.
- c. Act upon fleet submitted feedback and recommendations to enhance Surface Warfare training effectiveness.
- d. Provide direction and guidance to subordinate committees, and identify agenda and action items for each.
- e. Review and prioritize Technical Training Equipment (TTE), Training Device (TD) and Training Aid (TA) overhaul, modification, and phase-out plans for each fiscal year as presented by each steering committee and Commander, Naval Sea Systems Command (SEA-04MP).
- f. Review and prioritize training equipment/device/aid requirements and resource requirements.

Enclosure (1)

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g. Provide OP-39 with specific recommendations regarding the inclusion of embedded training capabilities in each new system or equipment either introduced in the fleet or submitted by the steering committees. Recommendations shall include the nature and extent of shore-based training which can migrate to ships, the resulting economies and all resource requirements and potential compensations. In cases where embedded training is not advised, a statement of the rationale for non-support shall be included.

h. Review results of the Navy Training Appraisal (NTA) Chief of Naval Operations Information Brief (CIB) process and determine appropriate courses of action to improve fleet training and readiness.

3. Organization. The SWTRB will consist of Captain (O-6)/GM-15 level members from organizations outlined in the matrix found in enclosure (4).

4. Operational Guidelines.

a. SWTRB members will be supported by their respective parent staff(s).

b. All recommendations brought before the SWTRB by charter members or by subordinate committees will be submitted using the standard format provided in enclosure (4), complete with appropriate documentation.

c. OP-39 will schedule and convene meetings, publish proposed SWTRB agendas, resultant minutes and action items from each meeting, and manage other administrative requirements.

d. The SWTRB action items constitute specific tasking and direction to the subordinate committees. Additional guidance may be provided at the discretion of the SWTRB.

e. OP-39 will assign SWTRB Executive Secretary duties as required.

f. The SWTRB chair will designate a host activity for each meeting. The host activity will provide specific information

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concerning the meeting site, room locations for SWTRB meetings, local and government accommodations and their availability, security clearance requirements, parking, coordinating point of contact, etc.

g. The SWTRB will direct the steering committees and their respective working groups to maximize use of Fleet Project Teams (FPTs). FPT procedural guidance is provided in reference (g).

5. SWTRB Meetings. The SWTRB will meet semi-annually, or as deemed appropriate, at sites and to agendas specified by the SWTRB Chair.

Enclosure (1)

CONVENTIONAL MARINE PROPULSION TRAINING
STEERING COMMITTEE (CMPTSC) GUIDELINES

1. **Purpose.** Provide a means to address improvements in and provide long-term coordinated planning and guidance for Surface Warfare steam, gas turbine, and diesel propulsion plant operational training and organizational level maintenance training conducted both ashore and in fleet units. Auxiliary or supporting marine engineering, ship survivability, and ship handling training issues, including those contained in the Naval Reserve Force (NRF) Frigate Programs, will also be addressed.

2. **Mission.** The primary objective of the CMPTSC is to correct fleet engineering shortcomings on both a prioritized and cost-effective basis. The CMPTSC will develop, identify priority and resources for, and oversee the implementation of changes in its chartered training areas. Changes should be incremental to support training pipelines and allow for necessary curriculum revisions. Action items shall not be implemented until resource requirements are identified and actions are approved by the commands represented on the CMPTSC. Resource requirements and justification will be submitted using enclosure (6). CMPTSC areas of interest will include officer and enlisted training in the following categories:

a. Conventional steam, gas turbine and diesel propulsion operational training and organizational level maintenance training conducted ashore.

b. On-Board Training Programs in the propulsion areas noted above.

c. Selected supporting marine engineering training, to include damage control, firefighting, CBR-D, ship survivability, and engineering auxiliaries.

d. New construction ships, to include ashore training pipelines and guidelines for necessary experience levels of key personnel assigned to pre-commissioning crews.

e. Shiphandling training.

3. **Organization.**

a. The CMPTSC shall consist of members of the rank of

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Captain (0-6) with operational engineering experience, or a GM-15 representative, from organizations listed in enclosure (4).

b. Limited exception to the rank requirement may be made as approved by the Committee Chair.

c. Associated members of the Committee are listed in enclosure (4). Other special subject matter experts may be assigned as the Committee deems necessary.

d. The Committee shall be supported by the Engineering, Damage Control and Shiphandling Trainer/Training Working Group, which shall meet independently of, and prior to, each session of the CMPTSC. Membership of this working group is provided in enclosure (4).

4. Steering Committee Operating Guidelines.

a. Steering Committee will:

(1) Work with the Fleet and Type Commander representatives to ensure shore and shipboard training are mutually supportive.

(2) Assist fleet initiatives to improve shipboard conventional engineering training.

(3) Assist acquisition and configuration management of engineering technical training equipment, training devices and training aids by providing recommendations and representation to the SWTRB from working group meetings.

b. Steering Committee Members will:

(1) Function within the area of responsibilities of their own command while contributing their best judgment to all deliberations of the Committee.

(2) Work toward decisions which can be supported by all members. Inputs and recommendations from the Engineering, Damage Control and Shiphandling Working Group will be considered as part of this process.

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(3) Seek further guidance from the parent command when consensus of the committee is counter to the parent command's prior position.

(4) Prepare official correspondence in support of Committee's work which is under the principal cognizance of their command. Obtain approval/concurrence (chop) from other Committee members, when appropriate, prior to signature by the originating member or higher authority.

(5) Research and present proposals to enhance conventional marine engineering training to the committee via the Chair.

(6) Provide consistent participation by all regular members in all Committee deliberations to ensure success of the CMPTSC process.

c. Steering Committee Chair will:

(1) Prepare agenda, schedule and chair Committee meetings, and coordinate Committee work of members' staffs.

(2) Publish approved minutes of Committee meetings to appropriate addressees providing the status of action items for the previous period, as well as planned action for the future.

(3) Recommend direction and scope of Committee work for consideration of the members to expedite achieving Committee objectives.

(4) Maintain interface with other special project groups in related areas.

(5) Brief the SWTRB of results of each meeting.

5. Engineering/Propulsion/Shiphhandling Training/Trainer Working Group Operating Guidelines.

a. This group is responsible for reviewing operator, maintenance, onboard, and team training for surface engineering, damage control, CBR-D, ship survivability, seamanship and

Enclosure (2)

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firefighting related training. It is co-chaired by CO, Surface Warfare Officer School Command (SWOSCOLCOM) and CO, Service Schools Command (SERVSCOLCOM) Great Lakes.

b. Working group mission:

(1) To provide direct support to the SWTRB, through the CMPTSC, in the identification and comprehensive staffing of existing and new training device and training support systems issues. The latter shall include issues such as computer aided instruction, computer graphics and embedded trainers.

(2) To provide a systematic and formal management structure for surface Fleet Project Teams, special committees, etc., ensuring continuity, minimum redundancy, timely identification of needs, analysis of alternatives and continuing problem resolution.

(3) To ensure requirements for surface ship on-board trainers receive appropriate emphasis relative to all training systems efforts.

(4) To identify and prioritize existing training device, training aid and technical training equipment requirements including modifications, overhauls and Simulator Operation and Maintenance (SOM) and Simulator Acquisition (SIMAC) functions.

(5) To provide recommendations to the SWTRB, through the CMPTSC, regarding requirements for technical training equipment, training devices and training aids for long-range planning. Such recommendations shall be submitted in the format of enclosure (6), and shall include identification of systems or equipment being replaced.

c. Working Group Operating Guidelines.

(1) The working groups meet separately from, and prior to the CMPTSC meetings. The working group chair/co-chairs shall brief the CMPTSC of emergent issues for screening and evaluation. The CMPTSC shall then determine which items to forward to the SWTRB for further review and potential action by OP-39 or for submission to OP-03B.

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(2) Participation by contractors at working group meetings is permitted to the extent that their presence is directly related to the support of specific efforts or briefs. Contractor participation at meetings shall be held to an absolute minimum and their attendance shall be approved by the respective chair of the group.

(3) Travel funding for all members is the responsibility of the parent command.

(4) Action items may be assigned to the working group by CNO (OP-39). The working group will address these items during their meetings and submit a written report of their findings to all CMPTSC and working group members.

(5) In order to ensure working groups stay abreast of current research, naval activities involved in trainer research may be requested to participate as appropriate by the working group chair.

(6) The working group chair will designate a host activity for each meeting. The host activity will provide specific information concerning the meeting site, room locations for meetings, local accommodations or BOQ/BEQ availability, security clearance requirements, parking, etc.

d. Working Group Chair(s) responsibilities:

(1) Ensuring members are prepared to address agenda and action items. This shall include dissemination of SWTRB/CMPTSC action items and guidance, and promulgating individual agendas and action item lists.

(2) Limiting the numbers of participants to the minimum required to adequately address agenda and action items.

(3) Ensuring all requirements are identified, gathered, assessed, evaluated, prioritized and recorded.

(4) Ensuring all recommendations for presentation to the CMPTSC are submitted in accordance with the format provided as in enclosure (6).

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(5) Ensuring Technical Training Equipment (TTE), Training Device (TD) and Training Aid (TA) overhaul, modifications and phase-out plans for upcoming fiscal years are reviewed and updated at each working group meeting. Updated summaries of these plans shall be presented to the CMPTSC for presentation to the SWTRB annually.

(6) Recording and submitting a written report outlining the minutes and resultant action items from working group meetings to each member of the working group/CMPTSC within 21 days of the working group meeting.

(7) Presenting a verbal report of the working group action items and findings during the next CMPTSC meeting.

(8) Conducting continuing follow-up on action items assigned to the working group to ensure satisfactory completion.

(9) Directing the working group to maximize use of Fleet Project Teams (FPTs). FPT procedural guidance is provided in reference (g).

6. **CMPTSC Meetings.** Meetings will be scheduled semi-annually, or as needed to provide timely addressal for emergent issues. The full committee (standing members and the working group) will meet annually in the spring of each year at Engineering Schools Command, Great Lakes. The standing membership shall also meet in the fall of each year to review the progress of action items developed at the spring meeting. The nature of high priority agenda items, along with the opportunity for site reviews and increased fleet participation, may result in scheduling the fall meeting at one of the major training sites.

Enclosure (2)

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COMBAT SYSTEMS MANPOWER AND TRAINING
STEERING COMMITTEE (CSMTSC) GUIDELINES

1. **Purpose.** Establish a focal point from which to provide long-term coordinated planning and guidance for Surface Warfare platform level combat system manning and training requirements (including Naval Reserve Force (NRF) Frigate Programs). The CSMTSC shall be supported by specialized working groups and subcommittees as defined below, and is considered a separate entity which supports and receives direction from the SWTRB.

2. **Missions**

a. The mission of the CSMTSC is to develop guidance, identify and prioritize resources, and oversee implementation of recommended changes to combat system manpower and training procedures. Changes are not to be implemented until approved by the committee's parent activities and supporting resources are obtained. The Combat Systems Manpower and Training Steering committee areas of interest are to include:

(1) Battle Group, platform and individual level combat system training conducted ashore, as well as supporting training conducted pierside and at sea.

(2) Operation and maintenance manpower issues associated with platform-level integrated combat systems.

(3) With approval of the principal sponsoring commands, the committee may consider issues in subsystems level training where the existing management process needs non-duplicative augmentation to resolve specific manpower and training issues.

(4) The CSMTSC will work with the fleet commander representatives to ensure shore and ship training are mutually supportive and will assist in fleet initiatives to improve shipboard combat systems training.

(5) The CSMTSC will encourage exchange of information between fleet units, tactical training groups and appropriate schools in the areas of tactical doctrine, lessons learned initiatives within the Tactical Development and Evaluation (TAC D&E) Program.

Enclosure (3)

(6) Recognizing and defining the implications and impact on connectivity/interoperability of Battle Group and Battle Force platforms resulting from changes to existing combat systems and the emergence of new combat systems. Integration between platforms will be a standard consideration in all cases.

b. Working group(s) mission:

(1) To provide direct support to the Surface Warfare Training Review Board (SWTRB), through the CSMTSC, in identifying and staffing existing and new technical training equipment, training devices, training aids and training support systems issues. The latter shall include issues such as computer aided instruction, computer graphics and embedded trainers.

(2) To provide a systematic and formal management structure for surface Fleet Project Teams, special committees, etc., ensuring continuity, minimum redundancy, timely identification of needs, analysis of alternatives and continuing problem resolution.

(3) To ensure requirements for surface ship on-board trainers receive appropriate emphasis relative to all training systems efforts.

(4) To identify and prioritize existing training device requirements including modifications, overhauls and Simulator Operation and Maintenance (SOM) and Simulator Acquisition (SIMAC) functions.

(5) To provide recommendations to the SWTRB through the CSMTSC regarding training devices requirements for purposes of long-range planning. Such recommendations shall be submitted in the format of enclosure (6) of this instruction, and shall include identification of systems or equipment being replaced and resource requirements.

3. Organization. The CSMTSC is organized as a standing committee with representation from major fleet and shore command staffs concerned with committee interests. It is supported by specialized working groups and subcommittees. Working group co-chairs are considered an integral part of the CSMTSC membership.

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a. The CSMTSC membership consists of members from various activities as outlined in enclosure (4).

b. Specialized working groups shall be established to identify, validate, prioritize and monitor the development, procurement, and support of Surface Warfare training devices, training aids and technical training equipment.

c. The working groups meet separately from, and prior to the CSMTSC meetings. The working group chair/co-chairs shall brief the CSMTSC of emergent issues for screening and evaluation. The CSMTSC shall then determine which items shall be presented to the SWTRB for further review and potential action by OP-39 or submission to OP-03B.

d. Each working group's membership and chair are identified in enclosure (4). The working groups are:

(1) Anti-Submarine Warfare (ASW) Training/Trainer Working Group. This group is responsible for reviewing operator, maintenance, on-board and team trainers for surface ASW related training. The ASW group is co-chaired by Fleet Anti-Submarine Warfare Training Center, Atlantic (FLEASWTRACENLANT) and Fleet Anti-Submarine Warfare Training Center, Pacific (FLEASWTRACENPAC).

(2) Above Water Warfare (AWW) Training/Trainer Working Group. This group is responsible for reviewing operator, maintenance, on-board, and team trainers for surface combat systems, pierside, and tactics related training in Anti-Air Warfare (AAW), Anti-Surface Warfare (ASUW), and surface Strike Warfare. The AWW Working Group is co-chaired by Fleet Combat Training Center, Atlantic (FCTCLANT) and Fleet Combat Training Center, Pacific (FCTCPAC).

(3) Space and Electronic Warfare/C3 (SEW/C3) Training/Trainer Working Group. This group is responsible for reviewing operator, maintenance, on-board and team trainers for all electronic warfare, command, control and communications, and cryptologic related training. This group is co-chaired by FCTCLANT and CO, Naval Technical Training Center (NAVTECHTRACEN) Corry Station, FL.

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(4) Amphibious/Mine Warfare Training/Trainer Working Group. This group is responsible for reviewing operator, maintenance, on-board and team trainers for all amphibious, mine warfare, special warfare and naval gun fire support training. This group is co-chaired by CO, Fleet Mine Warfare Training Center (FLEMINEWARTRACEN) and CO, Naval Amphibious School (NAVPHIBSCOL), Coronado.

(5) Total Ship Training/Trainer Working Group. This group exists only as a contingency organization. It will be activated when training systems and devices transcend the interests and applications of the working groups and special deliberations on integrated issues are required. Membership and chair assignments shall be identified by the Chairman of the SWTRB.

4. Operating Guidelines

a. Steering Committee and Working Group Members will:

(1) Function within the area of responsibilities of their own command while contributing their judgment to all issues before the committee.

(2) Work toward a common committee supported decision. Use of recommendations from the various working groups is considered an essential element of this process.

(3) Seek further guidance from their parent organization when the committee consensus is counter to their own command's entering position.

(4) Prepare the requisite correspondence in support of the committee's work which is under the principal cognizance of their command. Obtain approval from other committee members, when appropriate, prior to signature by the originating member.

b. The Steering Committee and Working Group Chairs will:

(1) Prepare agenda, schedule, and chair committee meetings and coordinate committee work of members' staffs.

(2) Distribute minutes of committee meetings/Plan Of Action and Milestones (POA&M) and provide the status of action items from previous meetings.

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(3) Recommend direction and scope of committee effort for consideration by the committee membership to expedite achieving charter objectives.

(4) Act as the point-of-contact for special project committees which may have to communicate with other agencies such as Naval Facilities Engineering Command (COMNAVFACENGCOM) for Military Construction (MILCON) projects.

(5) Designate a host activity for each meeting. The host activity will provide specific information concerning the meeting site, room locations for meetings, local accommodations or BOQ/BEQ availability, security clearance requirements, parking, etc.

c. Working Group chairs/co-chairs are further charged with:

(1) Ensuring members are prepared to address working group agenda and action items. This shall include dissemination of SWTRB/CSMTSC action items and guidance, and promulgating individual command representative's agendas and action item lists.

(2) Limiting the numbers of participants to the minimum required to adequately address agenda and action items.

(3) Ensuring all requirements are identified, gathered, assessed, evaluated, prioritized and recorded.

(4) Ensuring all recommendations for presentation to the CSMTSC are submitted in accordance with enclosure (6).

(5) Ensuring TTE, TD and TA overhaul, modifications and phase-out plans for upcoming fiscal years are reviewed and updated at each CSMTSC/Working Group Meeting. Updated summaries of these plans shall be presented to the SWTRB annually.

(6) Recording and submitting a written report outlining the minutes and resultant action items from working group meetings to each member of the working group/CSMTSC within 21 days of the CSMTSC meeting.

(7) Presenting a verbal report of the working group action items and findings during the next CSMTSC meeting.

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(8) Conducting follow-up on action items assigned to the working group to ensure satisfactory completion.

(9) Conducting other meetings as required outside of the CSMTSC under the same basic guidance as above to meet emergent tasking from the CSMTSC and SWTRB.

(10) Directing the working group to maximize use of Fleet Project Teams (FPTs). FPT procedural guidance is provided in reference (g).

d. Participation by contractors at CSMTSC or any working group meeting is permitted if their presence is directly related to the support of specific efforts or briefs. Contractor participation at meetings shall be held to an absolute minimum and be approved by the respective chair of the CSMTSC or working group.

e. Travel funding for all members is the responsibility of the parent command.

f. Agendas and action items to the CSMTSC and/or working groups may be assigned by the SWTRB and promulgated by CNO (OP-39). The CSMTSC and/or working groups will address these agenda and action items during their meetings and submit a written report of their findings to all CSMTSC and working group members. OP-39 will present a briefing of the CSMTSC results at each subsequent SWTRB.

g. In order to ensure working groups stay abreast of current research, naval activities involved in trainer research may be requested to participate, as appropriate, by the working group chair.

5. **CSMTSC Meetings.** Meetings will be scheduled semi-annually by the chairman at various major surface warfare training commands.

Enclosure (3)

2 JUN 1992**SWTRB AND CMPTSC WORKING GROUP MEMBERSHIP MATRIX**

	SWTRB	CMPTSC WORKING GROUP
		ENG/DC SHIPHANDLING
CNO (OP-11)	M	M
CNO (OP-39)	C	M
CNO (OP-732)	M	
CNO (OP-094)	M	
CNO (OP-095)	M	M
CNO (OP-03DC)		M
CNET	M	M
CNTECHTRA	M	M
COMNAVSURFLANT	M	M
COMNAVSURFPAC	M	M
COMNAVSURFRESFOR	M	M
COMINWARCOM	M	M
CINCLANTFLT/COMTRALANT/ATO	M	M
CINCPACFLT/COMTRAPAC/ATO	M	M
COMNAVSEASYS COM (SEA-04MP)	M	M
COMNAVSEASYS COM (SEA-06K2)	M	
COMNAVSPECWARCOM	M	
CO NAVTRASYSCEN	M	T
CO SWOSCOLCOM	M	C
CO AEGIS TRACEN	M	
CO SERVSCOLCOM Great Lakes		C
CO FLETRACEN Norfolk		M
CO FLETRACEN San Diego		M
CO FLETRACEN Mayport		M
CO FLEMINWARTRACEN Chasn		M
CO NAVPHIBSCOL L Creek Va		M
CO NAVTECHTRACEN Treasure Isl		M
CO NAVDAMCONTRACEN Phila		M

C - CHAIR/CO-CHAIR**M - MEMBER****T - TECHNICAL ADVISOR**

Enclosure (4)

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CSMTSC WORKING GROUPS MEMBERSHIP MATRIX

	<u>ASW</u>	<u>AWW</u>	<u>SEW/C3</u>	<u>AMPHIB/ MINE</u>
CNO (OP-11)	M	M	M	M
CNO (OP-31)				M
CNO (OP-35)	M	M	M	
CNO (OP-36)				M
CNO (OP-094)			M	
CNO (OP-095)				M
CNET	M	M	M	M
CNTECHTRA	T	T	T	T
CINCLANTFLT/COMTRALANT/ATO	M	M	M	M
CINCPACFLT/COMTRAPAC/ATO	M	M	M	M
COMNAVSURFLANT	M	M	M	M
COMNAVSURFPAC	M	M	M	M
COMNAVSURFRESFOR	M	M	M	M
COMINELWARCOM				M
COMNAVSPECWARCOM				M
CO AEGIS TRACEN	M	M	M	
CO COMBATSYS TECHSCOLCOM MI		M	M	
CO FCTCLANT		C	M	
CO FCTCPAC		C	C	
CO FLEASWTRACENLANT	C			
CO FLEASWTRACENPAC	C			
CO FLEMINELWARTRACEN Chasn		M		C
CO FLETRACEN Norfolk		M		
CO FLETRACEN San Diego		M		
CO FLETRACEN Mayport		M		
CO FLETRAULANT	M	M	M	
CO FLT COMBATSYS TRAUPAC	M	M	M	
CO NAVGMS COL Dam Neck Va		M		
CO NAVTECHTRACEN Corry Sta		M	C	
CO NAVPHIBSCOL Coronado Ca				C
CO NAVPHIBSCOL L Creek Va				M
CO SERVSCOLCOM San Diego Ca			M	
CO SWOSCOLCOM		M	M	M
CO NAVTRASYS SCEN	T	T	T	T
NUSC, Det, New London, Ct	T			

C - CHAIR/CO-CHAIR
M - MEMBER
T - TECHNICAL ADVISOR

Enclosure (4)

2 JUN 1992

CONVENTIONAL MARINE PROPULSION TRAINING STEERING COMMITTEE
(CMPTSC) MEMBERSHIP MATRIX

	<u>CMPTSC</u>
CNO (OP-39)	C
CNO (OP-11)	M
CNO (OP-03DC)	M
CNET	M
CNTECHTRA	M
CINCLANTFLT (SENIOR MEMBER PEB)	M
CINCPACFLT (SENIOR MEMBER PEB)	M
COMNAVSEASYS COM (SEA-04MP)	M
COMNAVSURFPAC	M
COMNAVSURFLANT	M
COMNAVSURFRESFOR	M
COMTRALANT/ATO	M
COMTRAPAC/ATO	M
CO, SERVSCOLCOM Great Lakes	M (1)
CO, SWOSCOLCOM	M (1)
NAVSES	M
OIC, ENG SYS SCHOOL Great Lakes	M

Note: (1) Co-Chairs of Engineering/Damage Control/Shiphandling Working Group. Membership of this Working Group is provided on page (1) to this enclosure.

Enclosure (4)

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COMBAT SYSTEMS MANPOWER AND TRAINING STEERING COMMITTEE (CSMTSC)
MEMBERSHIP MATRIX

	<u>CSMTSC</u>	<u>Chair of Listed</u> <u>Working Group</u>
CNO (OP-39)	C (1)	
CNO (OP-35) System Sponsors	M	
CNO (OP-11)	M	
CNO (OP-094)	M	
CINCLANTFLT/COMTRALANT/ATO	M	
CINCPACFLT/COMTRAPAC/ATO	M	
CNET	M	Training Technology
CNTECHTRA	M	
COMINWARCOM	M	
COMNAVSEASYSKOM (SEA-04MP)	M	Total Ship
COMNAVSEASYSKOM (SEA-06K2)	M	
COMNAVSPECWARCOM	M	
COMNAVSURFLANT	M	
COMNAVSURFPAC	M	
COMNAVSURFRESFOR	M	
CO AEGIS TRACEN	M	
CO FCTCLANT	M	AWW, SEW/C3
CO FCTCPAC	M	AWW
CO FLEASWTRACENLANT	M	ASW
CO FLEASWTRACENPAC	M	ASW
CO FLEMINWARTRACEN	M	Amphib/Mine Warfare
CO NAVPHIBSCOL Cornado	M	Amphib/Mine Warfare
CO NAVTECHTRACEN Corry Station	M	SEW/C3
CO NAVTRASYSKCN	M	
CO SERVSCOLCOM San Diego	M	
CO SWOSCOLCOM	M	
CO TACTRAGRULANT	M	
CO TACTRAGRUPAC	M	
NAVSHIPWPNSYSENGSTA	M	
Others as Designated	M (1)	

Notes: (1) The CSMTSC chair will designate membership and convene special working groups (as required) to address specific issues below:

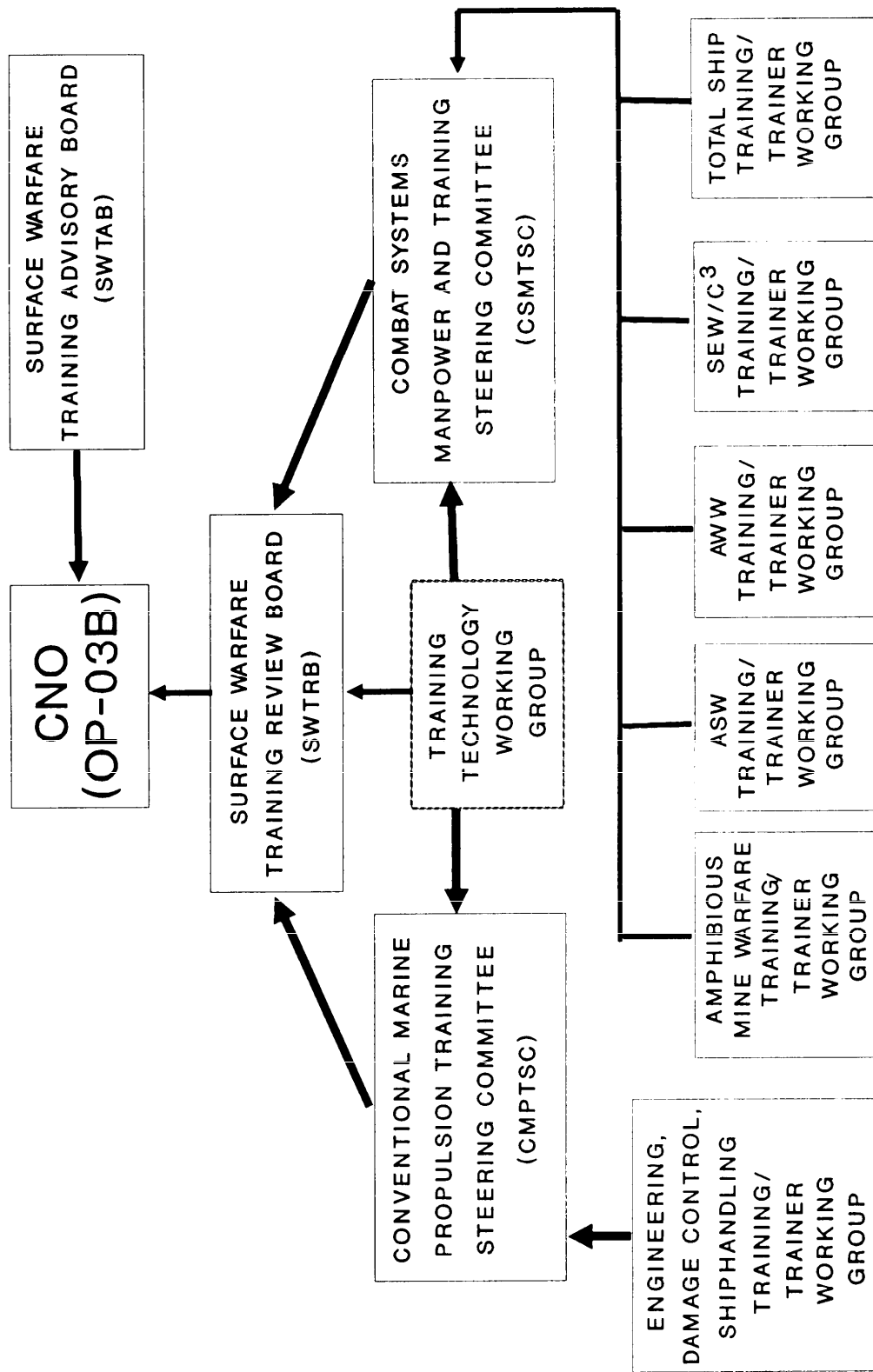
- a. AEGIS Manpower and Training
- b. Joint Interoperability Training

Enclosure (4)

2 JUN 1992

SURFACE WARFARE TRAINING ORGANIZATION

Boards, Committees, Working Groups Relationships



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2 JUN 1992

STANDARD REQUIREMENTS SUMMARY PAPER
FOR TECHNICAL TRAINING EQUIPMENT, TRAINERS, TRAINING DEVICES,
AND TRAINING AIDS

WORKING GROUP: _____ DATE OF SUBMISSION: _____

GROUP PRIORITY : _____ OF _____ CLAIMANT: _____

DEVICE/EQUIPMENT NAME & SYSTEM SUPPORTED: _____

DEVICE PROGRAMMED? _____ BY WHOM? _____ QUANTITY? _____

RECOMMENDED LOCATION(S): _____

APPROPRIATION: _____ BA _____ PE _____ LINE ITEM/AGSAG _____

UNIT COST: _____ ADDITIONAL COSTS: _____

NAVY TRAINING PLAN?: YES/NO NTP ID #: _____

NTP APPROVAL DATE: _____

EQUIPMENT TO BE REPLACED: _____

PROJECTED MODICATIONS: _____

FLEET UNITS SUPPORTED: _____ PER YEAR: _____

TDRD/OR/TEEP: REQUIRED? _____ STATUS: _____

FLEET PROJECT TEAM: REQUIRED? _____ ESTABLISHED? _____ CHAIR: _____

	<u>RESOURCE REQUIREMENTS</u>					
	<u>FY1</u>	<u>FY2</u>	<u>FY3</u>	<u>FY4</u>	<u>FY5</u>	<u>FY6</u>

MILCON COSTS

RDT&E COSTS

PROCUREMENT COSTS

OPERATING COSTS

REPAIR PARTS COSTS

MANNING (OFF/ENL/CIV) / / / / / / / / / /

OTHER (SPECIFY)

Enclosure (6)

2 JUN 1992

STANDARD REQUIREMENTS SUMMARY PAPER
FOR TECHNICAL TRAINING EQUIPMENT, TRAINERS, TRAINING DEVICES,
AND TRAINING AIDS
(Continued)

SOURCE/JUSTIFICATION FOR REQUIREMENT (Provide copies of all
correspondence):

RECOMMENDATION:

DESCRIPTION:

CONNECTIVITY/INTEROPERABILITY CONSIDERATIONS:

SAFETY CONSIDERATIONS/IMPACT:

FLEET TRAINING IMPACT IF NOT FUNDED:

ALTERNATIVES:

DATE OF MANPOWER ENGINEERING ANALYSIS:

RESOURCE OFFSET/COMPENSATION AREAS:

ADDITIONAL RESOURCE SPONSORS:

REMARKS:

Enclosure (6)